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ABSTRACT

Supporting performance objective 63 of the V-TECS (Vocational-Technical Education Consortium of States) secretarial catalog, both a set of student materials and an instructor's manual on placing postage on outgoing mail by use of a postal meter are included in this packet. (The packet is the fourth in a set of eight on performing mail activities--CE 016 912-919.) The student materials include information on the classes of mail, postage rates, postage meters, and postal scales. Included also are a self-check quiz, with an answer key, and a check-out activity involving the use of a postal scale and illustrative metered amounts of postage. The instructor' manual includes directions for packet administration, illustrations of ten pieces of mail representing various weights, illustrations of postage meter stamps for varying amounts, an answer sheet blank, and an answer key. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the eight packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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PLACE POSTAGE ON OUTGOING MAIL USING POSTAGE METER

STUDENT'S MANUAL

Prepared by

Nancy Bostian

These materials support
Performance Objective 63 of the
V-TECS Secretarial Catalog

State Department of Education
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OE 016 925

Place Postage on Outgoing Mail Using Postage Meter

INTRODUCTION

To speed the process of handling outgoing mail, most businesses use a postage meter. These machines eliminate the necessity for keeping large amounts of stamps on hand. If metered mail is prepared properly in the office, it goes directly to distribution and delivery time is saved. A knowledge of the classes of mail, postage rates, postage meters, and postage scales is necessary to prepare metered mail properly.

INSTRUCTIONS

Study the materials and read the objective stated below. If you can perform the tasks given in the objective, complete the Check-Out Activity.

Or

If you feel that you need practice, study the materials and determine the correct amount of postage for the two letters on the Student Self-Test.

OBJECTIVE

Given 10 pieces of mail, a postage scale, and an answer sheet, record the correct amount of postage you would use from a postage meter for each piece of mail. Performance must be in accordance with postal regulations.

LEARNING ACTIVITIES

PLACE POSTAGE ON OUTGOING MAIL USING POSTAGE METER

1 READ Instruction Sheet I, THE CLASSES OF MAIL.

2 REVIEW postage rates and information.

3 READ Instruction Sheet II, POSTAGE METER.

4 READ Instruction Sheet III, THE POSTAGE SCALE.

5 CHECKPOINT – Complete Student Self-Test I.

6 COMPLETE Check-Out Activity.

INSTRUCTION SHEET I
THE CLASSES OF MAIL

First-Class Mail

Everyone is familiar with this category. It includes typewritten and handwritten messages, postal cards (cards sold by the post office), postcards, bills and statements. First-class mail may not be opened for postal inspection. The postal rates are higher for this class than for second-, third-, or fourth-class mail.

If regular first-class mail weighs more than 13 ounces (364 grams), it is rated as priority mail. Airmail over 10 ounces (252 grams) is also considered priority mail.

Second-Class Mail
(Publication Mail)

Office workers are not concerned with this class as a general rule. It is used primarily by publishers of magazines and newspapers Second-class mail includes newspapers and magazines issued at least four times a year. A second-class permit and copies of regulations are obtained from the post office.

Third-Class Mail
(Advertising Mail)

This class is made up of printed materials such as circulars, books, catalogs, merchandise, keys, seeds, bulbs, and plants that weigh less than 16 ounces (448 grams). Single-piece and bulk are the two catagories of third-class mail.

Mailers of third-class mail at other than bulk rates may mail any number of pieces at one time and may use any method of paying postage. Many firms make a number of advertising mailings during a year to a large number of customers. If each mailing contains 200 or more identical pieces, lower postal rates are available by using the bulk rate.

Fourth-Class Mail
(Parcel Post)

Fourth-class mail is used for packages that weigh more than 16 ounces (448 grams). The weight of the package and the delivery distance determine the parcel post rate. Consult the postmaster for limitations on weight and size of packages.

Study the charts on the following pages to determine postage rates for the various classes.

POSTAGE RATES AND INFORMATION

REGULAR MAIL

FIRST CLASS

Kind of Mail	Rate
All first-class mail weighing 13 ounces or less except postal and post cards.	13 cents for the first ounce or fraction of an ounce.
See priority mail (heavy pieces) schedule for rates on first-class mail weighing more than 13 ounces.	11 cents for each additional ounce or fraction.
Single postal cards sold by the post office.	9 cents each.
Double postal cards sold by the post office.	18 cents (9 cents each half).
Single post cards	9 cents each.
Double post cards (reply half of double post card does not have to bear postage when originally mailed).	18 cents (9 cents each half).
Business reply mail:	
Cards	14 cents each.
Other than cards:	
Weight not over 2 ounces	13 cents for the first ounce plus 11 cents for the second ounce plus 25 cents per piece.
Weight over 2 ounces	The applicable first-class rate plus 8 cents.
Weight over 13 ounces	Priority mail (heavy pieces) rates apply, plus 8 cents per piece.

AIRMAIL

Weight	Kind of Mail	Rate
10 ounces or less	Air postal or post cards	14 cents each.
	Letters and packages	17 cents for the first ounce or fraction; 17 cents for each additional ounce or fraction.
	See priority mail (heavy pieces) schedule for rates on pieces weighing more than 10 ounces.	

POSTAGE RATES AND INFORMATION

AIRMAIL, Continued

Weight	Kind of Mail	Rate
	Business reply:	
	Air cards	19 cents each.
	Airmail other than cards:	
	Weight not over 2 ounces	17 cents for first ounce or fraction, plus 15 cents for second ounce or fraction, plus 25 cents per piece.
	Weight over 2 ounces	The appropriate air mail rate, plus 8 cents per piece. Over 10 ounces priority rates plus 8 cents per piece.
	Weight over 10 ounces	Priority mail (Heavy pieces) rates apply, plus 8 cents per piece.

SURFACE PARCEL POST RATES

In order to determine the correct rate, it will be necessary to know the first three digits of the Zip Code of the delivery address. A PARCEL POST ZONE CHART prepared for your area will show the proper zone column to use, in the following table, to find the Parcel Post rate. ASK YOUR LOCAL POSTMASTER FOR THE ZONE CHART FOR YOUR AREA.

Weight 1 pound and not exceeding (pounds)	Zones							
	Local	1 & 2	3	4	5	6	7	8
1	$0.77	$0.90	$0.93	$1.04	$1.15	$1.28	$1.40	$1.48
2	.82	.97	1.02	1.15	1.29	1.46	1.62	1.74
3	.86	1.04	1.10	1.25	1.42	1.63	1.84	2.00
4	.91	1.11	1.19	1.36	1.56	1.81	2.06	2.26
5	.96	1.18	1.27	1.46	1.69	1.98	2.28	2.52
6	1.00	1.25	1.36	1.57	1.83	2.16	2.50	2.78
7	1.04	1.32	1.44	1.67	1.96	2.33	2.72	3.04
8	1.09	1.39	1.53	1.78	2.10	2.51	2.94	3.30
9	1.13	1.46	1.61	1.88	2.23	2.68	3.16	3.56
10	1.18	1.53	1.70	1.99	2.37	2.86	3.38	3.82
11	1.22	1.60	1.78	2.09	2.50	3.03	3.60	4.08
12	1.27	1.67	1.87	2.20	2.64	3.21	3.82	4.34
13	1.31	1.74	1.95	2.30	2.77	3.38	4.04	4.60
14	1.36	1.81	2.04	2.41	2.91	3.56	4.26	4.86
15	1.40	1.88	2.12	2.51	3.04	3.73	4.48	5.12
16	1.45	1.95	2.21	2.62	3.18	3.91	4.70	5.38
17	1.49	2.02	2.29	2.72	3.31	4.08	4.92	5.64
18	1.54	2.09	2.38	2.83	3.45	4.26	5.14	5.90
19	1.58	2.16	2.46	2.93	3.58	4.43	5.36	6.16
20	1.63	2.23	2.55	3.04	3.72	4.61	5.58	6.42
21	1.67	2.30	2.63	3.14	3.85	4.78	5.80	6.68
22	1.72	2.37	2.72	3.25	3.99	4.96	6.02	6.94
23	1.76	2.44	2.80	3.35	4.12	5.13	6.24	7.20
24	1.81	2.51	2.89	3.46	4.26	5.31	6.46	7.46
25	1.85	2.58	2.97	3.56	4.39	5.48	6.68	7.72
26	1.90	2.65	3.06	3.67	4.53	5.66	6.90	7.98
27	1.94	2.72	3.14	3.77	4.66	5.83	7.12	8.24
28	1.99	2.79	3.23	3.88	4.80	6.01	7.34	8.50
29	2.03	2.86	3.31	3.98	4.93	6.18	7.56	8.76
30	2.08	2.93	3.40	4.09	5.07	6.36	7.78	9.02
31	2.12	3.00	3.48	4.19	5.20	6.53	8.00	9.28
32	2.17	3.07	3.57	4.30	5.34	6.71	8.22	9.54
33	2.21	3.14	3.65	4.40	5.47	6.88	8.44	9.80
34	2.26	3.21	3.74	4.51	5.61	7.06	8.66	10.06
35	2.30	3.28	3.82	4.61	5.74	7.23	8.88	10.32
36	2.35	3.35	3.91	4.72	5.88	7.41	9.10	10.58
37	2.39	3.42	3.99	4.82	6.01	7.58	9.32	10.84
38	2.44	3.49	4.08	4.93	6.15	7.76	9.54	11.10
39	2.48	3.56	4.16	5.03	6.28	7.93	9.76	11.36
40	2.53	3.63	4.25	5.14	6.42	8.11	9.98	11.62
41	2.57	3.70	4.33	5.24	6.55	8.28	10.20	11.88
42	2.62	3.77	4.42	5.35	6.69	8.46	10.42	12.14
43	2.66	3.84	4.50	5.45	6.82	8.63	10.64	12.40
44	2.71	3.91	4.59	5.56	6.96	8.81	10.86	12.66
45	2.75	3.98	4.67	5.66	7.09	8.98	11.08	12.92
46	2.80	4.05	4.76	5.77	7.23	9.16	11.30	13.18
47	2.84	4.12	4.84	5.87	7.36	9.33	11.52	13.44
48	2.89	4.19	4.93	5.98	7.50	9.51	11.74	13.70
49	2.93	4.26	5.01	6.08	7.63	9.68	11.96	13.96
50	2.98	4.33	5.10	6.19	7.77	9.86	12.18	14.22
51	3.02	4.40	5.18	6.29	7.90	10.03	12.40	14.48
52	3.07	4.47	5.27	6.40	8.04	10.21	12.62	14.74
53	3.11	4.54	5.35	6.50	8.17	10.38	12.84	15.00
54	3.16	4.61	5.44	6.61	8.31	10.56	13.06	15.26
55	3.20	4.68	5.52	6.71	8.44	10.73	13.28	15.52
56	3.25	4.75	5.61	6.82	8.58	10.91	13.50	15.78
57	3.29	4.82	5.69	6.92	8.71	11.08	13.72	16.04
58	3.34	4.89	5.78	7.03	8.85	11.26	13.94	16.30
59	3.38	4.96	5.86	7.13	8.98	11.43	14.16	16.56
60	3.43	5.03	5.95	7.24	9.12	11.61	14.38	16.82
61	3.47	5.10	6.03	7.34	9.25	11.78	14.60	17.08
62	3.52	5.17	6.12	7.45	9.39	11.96	14.82	17.34
63	3.56	5.24	6.20	7.55	9.52	12.13	15.04	17.60
64	3.61	5.31	6.29	7.66	9.66	12.31	15.26	17.86
65	3.65	5.38	6.37	7.76	9.79	12.48	15.48	18.12
66	3.70	5.45	6.46	7.87	9.93	12.66	15.70	18.38
67	3.74	5.52	6.54	7.97	10.06	12.83	15.92	18.64
68	3.79	5.59	6.63	8.08	10.20	13.01	16.14	18.90
69	3.83	5.66	6.71	8.18	10.33	13.18	16.36	19.16
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Parcel Post presented in a single mailing of 300 or more pieces, prepared and presented, separated by destination postage zone, carries a Bulk per piece rate equal to the single piece rate for a piece of the average weight for each zone.

PRIORITY MAIL RATES (Heavy First Class)

(Consult your Postmaster for rates on heavier parcels)

POUNDS	Zones					
	Local 1-3	4	5	6	7	8
1	$1.56	$1.58	$1.60	$1.62	$1.64	$1.67
1 5	1.73	1.77	1.84	1.90	1.97	2.07
2	1.89	1.96	2.07	2.18	2.29	2.46
2 5	2.05	2.15	2.29	2.43	2.59	2.78
3	2.21	2.33	2.50	2.68	2.88	3.09
3 5	2.37	2.51	2.70	2.91	3.15	3.38
4	2.53	2.69	2.90	3.14	3.41	3.67
4 5	2.68	2.86	3.09	3.35	3.65	3.94
5	2.83	3.03	3.27	3.56	3.88	4.20

POUNDS	Zones					
	Local 1-3	4	5	6	7	8
6	$3.13	$3.37	$3.64	$3.98	$4.35	$4.72
7	3.43	3.71	4.01	4.40	4.82	5.24
8	3.73	4.05	4.38	4.82	5.29	5.76
9	4.03	4.39	4.75	5.24	5.76	6.28
10	4.33	4.73	5.12	5.66	6.23	6.80
11	4.63	5.07	5.49	6.08	6.70	7.32
12	4.93	5.41	5.86	6.50	7.17	7.84
13	5.23	5.75	6.23	6.92	7.64	8.36
14	5.53	6.09	6.60	7.34	8.11	8.88
15	5.83	6.43	6.97	7.76	8.58	9.40

Exception: Parcels weighing less than 15 pounds, and measuring over 84 inches but not exceeding 100 inches in length and girth combined, are chargeable with a minimum rate equal to that for a 15 pound parcel for the zone to which addressed.

DOMESTIC

First Class Mail

Any mailable matter either hand or typewritten and sealed against postal inspection, bills and statements—13¢ for the first ounce or fraction of an ounce, 11¢ for each additional ounce or fraction, not over 13 ounces. Postal cards and private mailing cards—9¢ ea.

OUNCES	RATE
1	$ .13
2	.24
3	.35
4	.46
5	.57
6	.68

First Class mail presented in a single mailing of 500 or more pieces and meeting specified presort criteria will carry a rate one-cent less than the regular First Class rate.

Minimum size of any mailable piece — 3 x 4¼ inches.

Address correction information may be obtained on First Class Mail by printing "Address Correction Requested" beneath the return address. When the piece is forwarded, the sender will then be notified on a Form 3547, showing the new address, for a fee of 25¢.

All 1st Class mail exceeding 13 oz. and all Airmail exceeding 9 oz. will carry the Priority Mail rates and receive the most expeditious handling and transportation practicable.

Insured and C.O.D. Mail

Amount of Insurance or Amount of C.O.D. Limited to	Insurance Fee 3rd & 4th Class	C.O.D. Non-Registered	C.O.D. Registered
$ 10.00		$ .85	Add 85¢ to Registered Mail Fee
15.00	$0.40		
25.00		1.05	
50.00	.60	1.25	
100.00	.80	1.45	
150.00	1.00		
200.00	1.20	1.65	

Return Receipts

The following fees apply to Return Receipts for REGISTERED MAIL, CERTIFIED MAIL, and MAIL INSURED FOR MORE THAN $15.00:

Requested at time of mailing:
- Showing to whom and date delivered $0.25
- Showing to whom, date, and address where delivered ..... .45

Requested after mailing:
- Showing to whom and date delivered ..... .45

POSTAGE RATES AND INFORMATION

Registered Mail

The following fees apply in addition to regular postage:

Declared Value Limited to	Fee	Postal Liability
$ 100.00	$2.10	Without commercial or other insurance: Declared Value. With commercial or other insurance: Declared Value or prorated.
200.00	2.30	
400.00	2.60	
600.00	2.90	
800.00	3.20	
1,000.00	3.50	

Business Reply Mail

Effective September 12, 1976, the additional fee for Business Reply mail depends upon whether or not the Permit Holder maintains an Advance Deposit account with the Postal Service:

With Advance Deposit: 3½¢ Additional, plus
$75 Annual Account Charge
$30 Annual Business Reply Permit Fee

Without Advance Deposit: 12¢ Additional
$30 Annual Business Reply Permit Fee

Certified Mail

In addition to First Class postage, fee for Certified Mail of no intrinsic value **$0.60**

Special Delivery and Special Handling

The following fees apply in addition to regular postage:

WEIGHT	Special Delivery		Special Handling
	1st Class, Airmail, Priority Mail	All Other Classes	3rd & 4th Class
2 pounds or less	$1.25	$1.75	$0.50
Over 2 pounds but not over 10	1.50	1.85	.70
Over 10 pounds	1.75	2.15	1.00

SPECIAL DELIVERY mail is given preferential handling to the extent practicable in dispatch and transportation, and is given immediate delivery at the office of destination.

SPECIAL HANDLING on third or fourth class matter will receive the most expeditious handling and transportation practicable, but does not entitle parcel to special delivery on arrival.

Restricted Delivery

Fee for effecting delivery of REGISTERED MAIL, CERTIFIED MAIL, AND MAIL INSURED FOR MORE THAN $15, the delivery of which is restricted to the addressee only, or to the person named by him in writing .....$ .60

INTERNATIONAL MAIL

SURFACE	Letters	Post Cards
Canada and Mexico	$ .13 first oz. $ .11 ea. add'l. oz.	$ .09 ea.
All countries except Canada and Mexico, incl. Near East	$ .18 first oz.	$ .12 ea.
Over 1 oz., but not over 2 oz.	$ .31	
Over 2 oz., but not over 4 oz.	$ .41	
AIR MAIL		
Canada and Mexico	$ .17 first oz. $ .15 ea. add'l. oz.	$ .14 ea.
Central America, Columbia, Venezuela, Caribbean Islands, Bahamas, etc.	$ .25 per 1/2 oz. thru 2 oz.	$ .21 ea.
Other countries	$ .31 per 1/2 oz. thru 2 oz.	$ .21 ea.

POSTAGE RATES AND INFORMATION

THIRD CLASS MAIL up to but not including 16 ounces.

SINGLE PIECE RATE

0 to 2 oz.	14¢
Over 2 to 4 oz.	28¢
Over 4 to 6 oz.	39¢
Over 6 to 8 oz.	50¢
Over 8 to 10 oz.	61¢
Over 10 to 12 oz.	72¢

BULK RATE

Circulars, etc.

Circulars, form letters, or mailable miscellaneous printed matter.

Charge Per Lb. or Fraction	Minimum Charge Per Piece
36¢	7.5¢*
Authorized Non-Profit Organizations	
13¢**	2.0¢**

Books, Catalogs, etc.

Books and catalogs having 24 or more bound pages (at least 22 of which are printed), seeds, cuttings, bulbs, and plants.

Charge Per Lb. or Fraction	Minimum Charge Per Piece
30¢	7.5¢*
Authorized Non-Profit Organizations	
11¢**	2.0¢**

*The 7.5¢ minimum rate applies to the first 250,000 pieces mailed annually by a mailer. Thereafter, the minimum rate is 7.7¢.

**These phased rates are scheduled to be increased each July 6 of each subsequent year through 1987.

Available upon payment of Annual Fee listed below, when mailing identical pieces in quantities of not less than 50 pounds or of not less than 200 pieces. Requires filing of Statement of Mailing, addresses including Zip Codes, and separation and tying into bundles. Ask your Postmaster for detailed instructions.

ANNUAL FEE. A $40 annual fee (per calendar year) is required in advance for mailing Third Class matter at Bulk Rates. An additional one-time fee of $20 is necessary for use of a Permit Imprint to indicate payment of postage.

Undeliverable Mail

Undeliverable Third Class mail bearing the words "Return Postage Guaranteed" will be returned to the sender at the single piece Third Class rate. The reason for non-delivery will not be shown. Undeliverable Third Class mail bearing the words "Address Correction Requested" beneath the return address will be handled as follows: Pieces weighing 2 oz. or less will be returned to the sender for a fee of 25¢. The reason for non-delivery or the new address will be shown. For pieces over 2 oz., a Form 3579 will be sent to the mailer, showing the new address information, for a fee of 25¢. Pieces over 2 oz. must be endorsed "Address Correction Requested Return Postage Guaranteed" to obtain return of the piece and new address information. The fee will then be the single Third Class rate plus 25¢. Fourth class pieces are similarly handled, with Fourth Class rates applying.

FOURTH CLASS MAIL 16 ounces and over.

Definition and Rate Determination

Fourth Class Matter is mailable material weighing 16 ounces or more, not included in First, Second, or Third Class mail. The rate of postage is determined from Sectional Center to Sectional Center, rather than by distance. A parcel mailed anywhere within a Sectional Center area will be zoned as though it were mailed at the Sectional Center office. A parcel addressed for delivery at any point within another Sectional Center area will be zoned as though it were to be delivered at the Sectional Center office. ■ Two post offices in the same Sectional Center area will be in Zone 1 in relation to each other.

SIZE AND WEIGHT LIMITATIONS Between Post Offices with 950 or more Revenue Units (See Directory of Post Offices): Parcels mailed at these Post Offices in the 48 contiguous States addressed for delivery at the same or another such Post Office in the 48 contiguous States are limited to a weight of 40 lbs. and a limit of 84 inches in length and girth combined.

Limitations of 70 pounds and 100 inches in length and girth combined apply in the cases of smaller Post Offices and those in certain other locations, and also to certain agricultural commodities etc. Consult your Postmaster.

BOUND PRINTED MATTER Advertising and other printed matter, from 1 to less than 10 lbs., permanently, securely bound, with sheets 90% of which are printed, neither personal correspondence nor books nor stationery, carry the following special rates:

Matter mailed at these rates must be endorsed "Bound Printed Matter" as a part of the indicia or to the left or below the indicia.

	Local	& 2	3	4	5	6	7	8
1.5	$0.52	$0.62	$0.64	$0.67	$0.70	$0.73	$0.78	$0.84
2	.53	.65	.67	.71	.75	.79	.85	.93
2.5	.55	.68	.70	.75	.81	.86	.93	1.02
3	.57	.71	.74	.79	.86	.93	1.01	1.11
3.5	.59	.74	.78	.84	.91	.99	1.09	1.20
4	.61	.77	.81	.88	.96	1.05	1.17	1.31
4.5	.62	.79	.84	.93	1.01	1.11	1.25	1.40
5	.64	.82	.87	.96	1.06	1.17	1.33	1.49
6	.68	.88	.94	1.05	1.16	1.31	1.47	1.67
7	.71	.94	1.00	1.12	1.26	1.44	1.63	1.85
8	.75	1.00	1.07	1.20	1.37	1.57	1.78	2.04
9	.79	1.06	1.14	1.29	1.47	1.69	1.94	2.23
10	.82	1.11	1.20	1.38	1.58	1.81	2.10	2.42

BULK BOUND PRINTED MATTER The following rates apply to mailings of 300 or more pieces of identical weight, if separated by postal zones, and mailed at one time. Postage at these rates must be paid by permit imprint. The indicia must show the name of the Post Office, permit number, and the words, "Bulk Rate Bound Printed Matter." Bulk Rate may be abbreviated Blk Rt.

Zones	Piece rate (cents)	Bulk pound rate (cents)	Zones	Piece rate (cents)	Bulk pound rate (cents)
Local	26	2.8	5	31	7.8
1 and 2	31	4.4	6	31	9.6
3	31	5.2	7	31	11.6
4	31	6.4	8	32	13.9

NOTE: The total charge for each bulk mailing shall be the sum of the charges derived by applying the applicable pound rate to the total number of pounds and by applying the applicable piece rate to the total number of pieces.

INSTRUCTION SHEET II

POSTAGE METER

Many mailers use an efficient device, the postage meter, to print postage. A meter prints prepaid postage either directly on envelopes or on adhesive strips which are then affixed to packages. The metered mail imprint, or meter stamp, serves as postage payment, postmark, and cancellation mark. The postage meter may be used for all classes and for any quantity of mail.

The mailer rents or leases a postage meter from a manufacturer. A meter permit and the postage must be obtained from the post office. The mailer makes payment for postage in a lump sum, and the meter is "set" for that amount of postage in advance of operation.

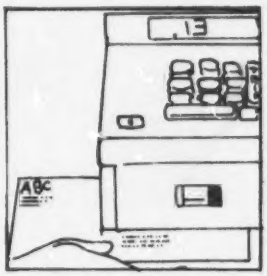
Before postage if affixed to any piece of mail, the proper class of mail and the weight of the piece is determined by using a postage scale. The postage meter is simple to use; however, the mailer should be careful to set the date on the machine for each new day of use.

If five or more letter-type metered pieces are to be mailed, the pieces should be bundled with the addresses facing in one direction. Properly prepared metered mail can go directly to distribution and as a result is delivered more quickly. Metered mail should be deposited in time for collection that same day.

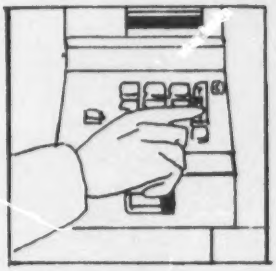
SAMPLES OF POSTAGE METERS

One postage meter operates this way . . .

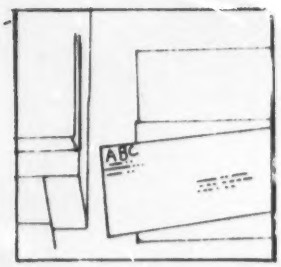
1. Let's say you want a 13 cent stamp. Just push the 1 and 3 button.



2. Insert the envelope like this,

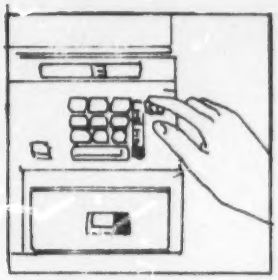


3. and "touch" the trip lever.



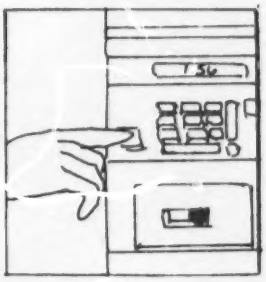
4. ...and zzzip, it's stamped, sealed and stacked, all automatically.

5. Want to run off several 13's in a row? Just push the repeat button.



6. Change your mind? Pull the clear button.

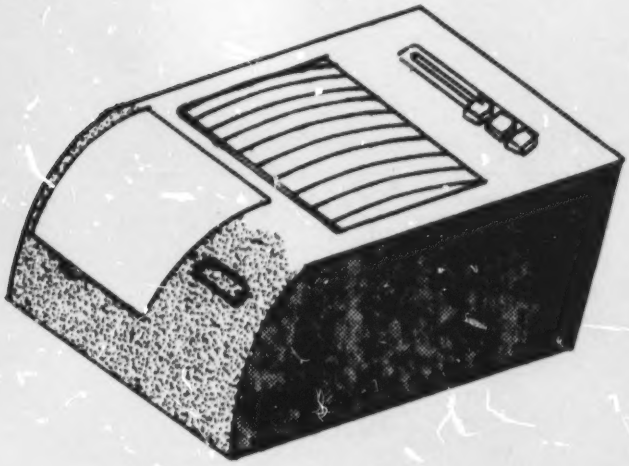
7. Registers show postage used, postage on hand.

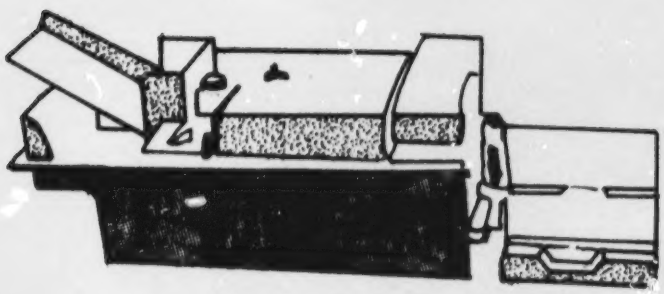


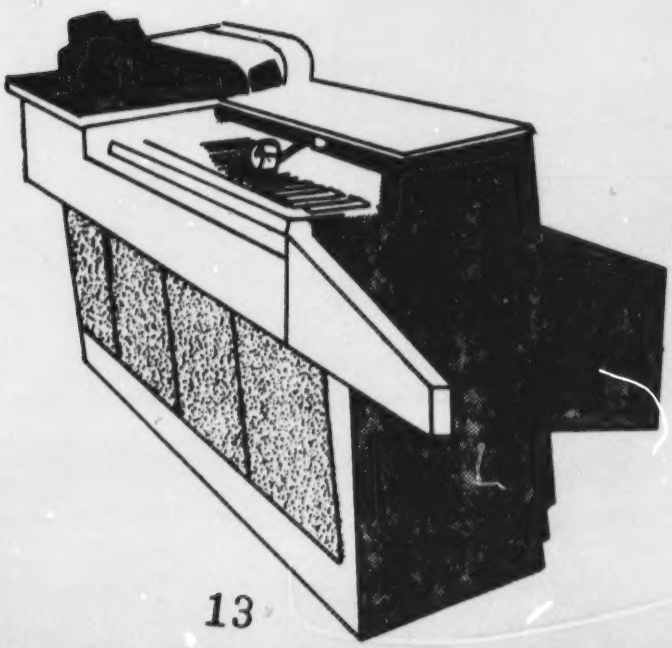
8. Push this button when you're going to print postage of $1.00 or more.

9. Changing the date is a cinch, with the control dial right in front.

SAMPLES OF POSTAGE METERS







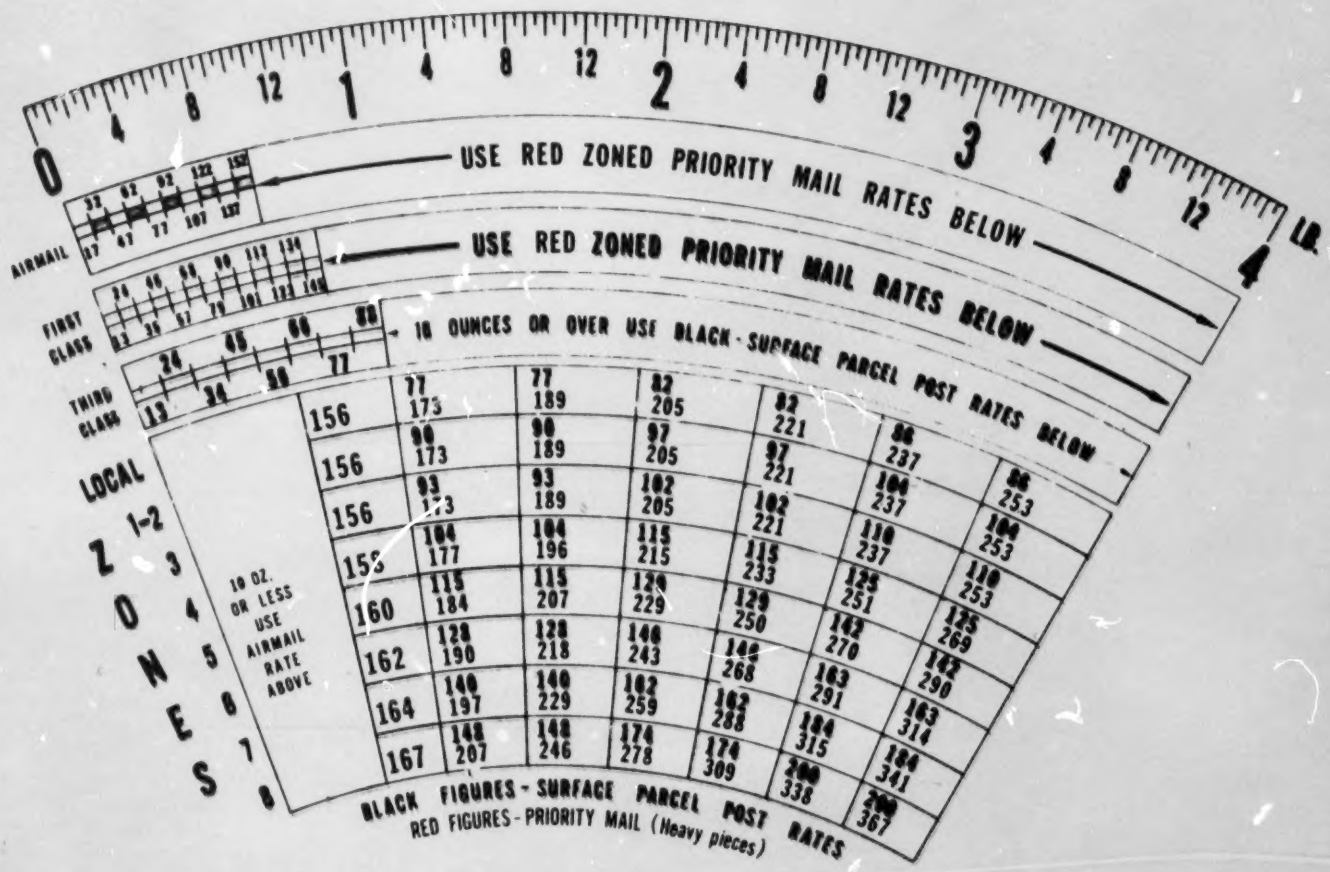
INSTRUCTION SHEET III

THE POSTAGE SCALE

Postage scales vary in size and shape. Some scales weigh letters and packages from fractions of an ounce up to three pounds (1.35 kilograms). Larger models weigh packages as large as 70 pounds (21.50 kilograms). Examples of several types of scales are on pages 13 or 14. Many of these scales show the postage rates for first-class, air mail, third-class and parcel post mailings.

Scales are necessary in order that the correct postage be affixed to all items. Accurate postage is important because putting too much postage on items (over-stamping) increases the company's postage bill. Under-stamping (not putting enough postage) insults the receiver who has to pay the postage due. Remember, too, the firm may lose customers.

When determining the amount of postage needed, a fraction of an ounce requires the same postage as a full ounce (28 grams). A letter weighing 1½ ounces (42 grams) would cost the same as 2 ounces (56 grams). The correct postage is determined for that weight by checking the chart "United States Postal Service Domestic Postage Rates, Fees, and Information." The activities in this packet are concerned with all classes. Check the chart on page 13 and note the amount of postage per ounce. Keep in mind that the postage rates are different for letters, single post cards, double post cards, as well as for the various classes of mail. After you have determined the amount of postage due on each piece, you are ready to stamp the mail.


0 4 8 12 1 4 8 12 2 4 8 12 3 4 8 12 LB.
USE RED ZONED PRIORITY MAIL RATES BELOW
AIRMAIL
USE RED ZONED PRIORITY MAIL RATES BELOW
FIRST CLASS
16 OUNCES OR OVER USE BLACK-SURFACE PARCEL POST RATES BELOW
THIRD CLASS
LOCAL
ZONES
1-2
3
4
5
6
7
8
10 OZ. OR LESS USE AIRMAIL RATE ABOVE
156 77 173 77 189 82 205 92 221 86 237 86 253
156 90 173 90 189 97 205 97 221 104 237 104 253
156 93 173 93 189 102 205 102 221 110 237 110 253
158 104 177 104 196 115 215 115 233 125 251 125 269
160 115 184 115 207 129 229 129 250 142 270 142 290
162 128 190 128 218 146 243 146 268 163 291 163 314
164 140 197 140 229 162 259 162 288 184 315 184 341
167 148 207 148 246 174 278 174 309 200 338 200 367
BLACK FIGURES - SURFACE PARCEL POST RATES
RED FIGURES - PRIORITY MAIL (Heavy pieces)

TYPICAL POSTAL SCALES

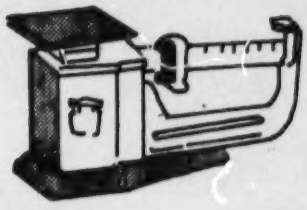
Spring Scales

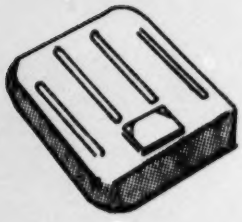
½ or 1–pound capacity

1 or 2–pound capacity

5 or 10–pound capacity

Beam Scales





50–pound capacity

Some have scales which show the postage rates for first class, air mail, third class, and parcel post.

Accurate postage is important because:

– Over-stamping increases the postage bill.
– Under-stamping insults the customers who have to pay the postage due and embarrasses the firm.

STUDENT SELF-TEST I

Using the postage rate charts, determine the amount of postage necessary for each of the envelopes below.

Mr. Jerry Marks
523 Ridgewood Drive
Toomsboro, GA 38329

Mr. Henry A. Lewis
816 S. Gladstone Street
Arlington, GA 31713

(1) 1½ oz. (42 g) (first-class)

Mr. Rick A. Sawyer
825 Candid Lane
Lexsy, GA 30432

Mr. Harris P. Parker
934 Brunson Street
Memphis, TN 38100

(2) 3 ounces (84 g) (third-class)
Label for package

CHECK-OUT ACTIVITY

1. Secure 10 pieces of mail from your instructor.

2. Determine the amount of postage necessary for each envelope by using the postage scale illustration on page 13.

3. Assume all pieces are first class unless otherwise marked.

4. Select the correct metered illustration for each envelope. Cut apart the metered illustrations and paste them onto the correct envelope. Keep in mind that the meter stamp must be legible and the envelope* must be marked with the following data if applicable:

   a. all first-class, air mail, special delivery, registered, C.O.D., insured, certified, and special handling.
      (1) date–month, day, and year
      (2) city and state
      (3) meter number
      (4) amount of postage
   b. second-, third-, or fourth-class mail
      (1) city and state
      (2) meter number
      (3) amount of postage
      (4) date, month and year– only if tape is used

5. Record the amount of postage on the answer sheet.

*Letters will go first class if first-class postage is metered; however, manila envelopes and other mail will be sent third-class unless marked FIRST CLASS by stamping or writing.

ANSWERS TO STUDENT SELF-CHECK

(1) 24 cents

(2) 28 cents

PLACE POSTAGE ON OUTGOING MAIL USING POSTAGE METER

INSTRUCTOR'S MANUAL

Prepared by

Nancy Bostian

These materials support
Performance Objective 63 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

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Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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INSTRUCTOR'S MANUAL

PLACE POSTAGE ON OUTGOING MAIL USING POSTAGE METER

DIRECTIONS

This packet was planned for the classroom that does not have a postage scale available. Small scales are inexpensive. If you have a scale, prepare materials and let the students weigh them and determine the amount of postage. If you do not have a scale, duplicate pages 20-24, 26, 27 and ask the student to determine postage from the information given.

Supplies (Furnished with this packet for duplication)

1. Student Self-Test

   Illustration of two envelopes (page 15)

2. Check-Out Activity

   a. Illustrations of 10 pieces of mail
   b. Illustrations of postage meter stamps
   c. Answer sheet

3. Key for Check-Out Activity

CHECK-OUT ACTIVITY

Jones Office Supply Company
818 Main Street
Columbia, SC 29201

Fourth Class

Dr. Sam H. Fields
6784 Sand Dunes Road
Florence, SC 29501

1

2 lbs., 1 ounce (90 kg, 28 g)
Label for package of supplies – Zone 1

Jones Office Supply Company
818 Main Street
Columbia, SC 29201

Miss Gertrude G. Bird
949 Devoto Street
San Antonio, TX 78210

2

1¼ ounces (35g)

Jones Office Supply Company
818 Main Street
Columbia, SC 29201

Miss Karen O'Hara
153 S. Gurney Street
Las Vegas, NV 89100

3

2 ounces - (56 g) - third class

Jones Office Supply Company
818 Main Street
Columbia, SC 29201

Mr. Bob Sandes
2745 E. Lake Street
Las Vegas, NV 89100

4

6 ounces (168g)
Third class

Jones Office Supply Company
818 Main Street
Columbia, SC 29201

Mr. Benjamin Freeman
1000 Rose Drive
Derry, LA 71421

5

1¼ ounces (35g)

Jones Office Supply Company
818 Main Street
Columbia, SC 29201

Miss Stephanie Gamin
110 Kuker Street
Florence, SC 29501

6

4 ounces (112g)
Third class

Jones Office Supply Company
818 Main Street
Columbia, SC 29201

Mr. Steve Norwood
321 Waverly Drive
Black Hawk, SD 57718

7

1 lb., 4 ounces (560g)

Jones Office Supply Company
818 Main Street
Columbia, Sc 29201

Mr. Dan Newton
183 Rutledge Drive
Black Hawk, SD 57718

8

14½ ounces (406g)
Label for package of circulars
Third Class

Jones Office Supply Company
818 Main Street
Columbia, SC 29201

Champion Plugs Corporation
King George Drive
Bergen, NJ 07304

9 2¼ ounces (63g)

Jones Office Supply Company
818 Main Street
Columbia, SC 29201

Aluminum of South Carolina
6767 Huger Street
Columbia, SC 29201

10 14 ounces (392g)

INSTRUCTOR'S KEY FOR METERED MAIL

1. $ .97
2. $ .24
3. $ .14
4. $ .39
5. $ .24
6. $ .28
7. $1.73
8. $ .83
9. $ .35
10. $1.56

ANSWER SHEET

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

METERED ILLUSTRATIONS